Traffic Records Committee
Meeting Minutes from 11 July 2005

Dan Belles – WSP
Marlene Boisvert – WSP
Dan Davis – DOT
Don Fernandes – DOH
Roger Kraft – FMCSA
Brian Limotti – DOT
Liana Liu – FHWA
Roger Horton – DOT
Mike Martin – DOL

Phil Salzberg – WTSC
Kathy Schmitt – DOH
Dirk Marler – AOC
Paul Sullivan – DOT
Chris Madill – WTSC
Anna Yamada – DOT
Marcia Marsh – WTSC
Jim Lamunyon – WASPC

Holdover Traffic Records funds Proposal

Chris Madill informed the Committee that the Washington Traffic Safety Commission still has $140,000 of Section 411 funds. These funds were allocated to the state from "traffic records grants" in the previous transportation reauthorization bill. The remaining funds must be used by the end of the federal fiscal year (Sept. 30). Chris used last month's approved priority structure to develop a proposal for using the funds to further traffic records projects. The following table was presented to the committee.

Total Remaining Traffic Records Funds (FFY 2005):	$140,000
Recommendation:	
Needed Infrastructure for SECTOR software (WSP, Thurston Co., Lacey)	$75,000
Web Services for Adjudication data (DOL)	$40,000
Mobility CLAS Module for Counties (CRAB)	$25,000
	$140,000

Chris explained that the $75,000 for the WSP would provide the necessary hardware to test the SECTOR Software currently under development. This hardware infrastructure would provide the needed servers and server software and in-vehicle hardware and software to allow officers from the State Patrol, Lacey Police Department, and Thurston Co. Sheriff's Office to begin issueing electronic citations and collision reports. After the initial testing phase, the software will then be made available statewide without licensing fees to any law enforcement agency. The WSP will then begin an implementation plan to troopers statewide.

The Department of Licensing has requested $40,000 to determine the architecture, design requirements, and functional specifications of web service applications to accept electronic collision and ticket data. This work is necessary in order for DOL to begin the development work to accept adjudication data and

collision data from respective agencies. DOL is comfortable in meeting the deadline for using the funds by Sept. 30. This project is the next funding requirement of the eTRIP Initiative. Chris displayed the eTRIP Gantt Chart (Attachment 1)to show the Committee where the DOL project fits. Funding this project will allow eTRIP to continue along its current timeline.

The County Road Administration Board (CRAB) will use $25,000 to develop a CLAS module within the Mobility Information System to improve collision analysis capabilities for all Mobility users. This module will consist of forms for viewing and updating CLAS records, reporting tools for effective ad-hoc queries of the CLAS records, "canned" routines for analysis of CLAS records (such as identifying high collision locations), methods of correlating collision records with other Mobility safety records (such as signs, quardrails, striping, surface, geometry, intersections, and traffic volumes), and utilities for exporting records to other county systems for further analysis or reporting. This work will provide improved collision data analysis capabilities to county engineers.

The committee unanimously supported the recommendation as presented in the chart.

Action Item:
Motion: Allocate remaining traffic records funds according to the Excel chart provided. 1st by Roger Horton, 2nd by Dirk Marler – motion unanimously carries.

FFY 2006 Funding Outlook

Each year the Washington Traffic Safety Commission issues a request for proposals to allocate federal traffic safety funds to agencies and organizations for projects aimed at the reduction of fatalities and injuries on our state's roadways. WTSC staff sort through the responses and rank the projects allocating dollars to those that contribute most to traffic safety.

A Technical Advisory Committee (TAC) then convenes to review staff recommendations and make recommendations of their own. This TAC is made up of various state and local level representatives of the commission agencies. At the TAC meeting there was a great deal of discussion about traffic records projects, specifically the eTRIP Initiative and the WEMSIS project. The TAC unanimously agreed to raise the priority of those projects ensuring the necessary funding for fiscal year 2006. The result was that regardless of whether or not we receive specific traffic records funds through a transportation reauthorization bill, traffic records projects will receive necessary funding by way of other traffic safety funds if necessary.

The TAC recommendations are then taken to the Commissioner meeting in July where Commissioners review the funding proposals and discuss the implications. The Traffic Safety Commissioners meet next week to review the proposals from the TAC.   The Traffic Safety Commissioners include:

Christine Gregoire – Governor
Judge Judith Eiler – Judiciary
Chief John Batiste – Chief, Washington State Patrol
Liz Luce – Director, Department of licensing
Doug MacDonald – Secretary, Department of Transportation
Robin Arnold-Williams – Secretary, Department of Social and Health Services
Terry Bergeson – Superintendent of Public Instruction
Mayor Jim White – Association of Washington Cities
Kirke Sievers – Washington Association of Counties
Mary Selecky – Secretary, Department of Health

Traffic Records Project Priorities

A detailed priority structure is required by NHTSA in order to qualify for traffic records funds. NHTSA is also looking at ways to tighten management controls around those funds to better document the progress states make by utilizing these funds to upgrade their traffic records systems. As a result, the TRC must develop a prioritization structure around the projects within the strategic plan's projects portfolio. A subcommittee met on June 7, 2005 to devise a priority structure for traffic records projects. This subcommittee consisted of the following TRC members as representatives:
1. Phil Salzberg – WTSC
2. Randy McKown – AOC
3. Roger Horton – WSDOT
4. Mike Martin – DOL
5. Marlene Boisvert – WSP
6. Don Fernandes – DOH
7. Chris Madill - WTSC

The committee recommended the following priority structure:

Level I Priority – Highest priority projects to which acquired funds should be directed until funding needs are met.	
1. eTRIP Initiative	2. WEMSIS (EMS Info. System)
Level II Priority – Projects to which funds will be directed after Level I Priority project funding needs are satisfied.	
1. WA-Trans	2. Web-based Citizen Collision Reporting

Chris explained that Level I projects will receive all traffic records funds until funding needs for those projects are met. At that point, any additional funds can be diverted to Level II projects. This method of prioritization allows for some flexibility in funding among projects within each level. At the same time, it creates a necessary distinction in the priority of projects among the levels.

Members of the subcommittee expressed their support for the prioritization chart. The committee reaffirmed its endorsement of the priority structure as accepted at the June TRC meeting.

July 20 Oversight Committee meeting

Members of the Oversight Committee will convene to discuss the progress of traffic records projects. The Committee has several new members so much time will be devoted to providing an overview of traffic records. Chris solicited suggestions for topics of discussion at that meeting. Committee members suggested discussing the ongoing collaboration occurring with the JIN Board. It was also suggested that a brief discussion about the citation signature legislation take place. Chris will put together an agenda for the meeting and distribute prior. Chris also asked that one TRC member from each agency be present at the meeting to add to discussions and answer any project specific questions that might arise.

Next Meeting: September 12, 2005

Attachment 1

ID	eTRIP Initiative Projects	Start Date	End Date	Project Costs	2004			2005				2006				2007				2008		
					Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
1	DOL Bar Code Imprinting of Washington Driver Licenses	9/3/2001	9/1/2006	Funded ($334,000)	($334,000)									▼								
2	DOL Bar Code Imprinting of Washington Vehicle Registrations	2/1/2005	9/29/2006	Funded ($750,000)					($750,000)					▼								
3	PTCR revision & accompanying database (CLAS) modifications	7/1/2004	6/30/2006	Partially Funded ($20,000) need=$155,000		●			($20,000)				$155,000	▼								
4	In-field Traffic Data Collection Software (TDCS) & Diagram Tool	10/1/2004	3/1/2006	Partially Funded ($400,000) need=$300,000			●		($400,000)			$300,000	▼									
5	JIN Data Exchange (JINDEX) Information Sharing Platform	2/1/2005	8/30/2005	Funded (450,000)				●	($450,000)	▼												
6	Key Service Additions to JINDEX (Local LEA-AOC-DOL-WSDOT-WSP)	6/1/2005	9/29/2006	Partially Funded ($200,000) need=$200,000			($200,000) →	●				$200,000		▼								
7	Electronic Citations Filing Infrastructure at AOC (JIS System)	7/1/2005	9/30/2005	Funded ($275,000)			($275,000) →	●	▼													
8	Web Services Architecture Design (Citation & Collision) at DOL	8/1/2005	9/30/2005	$40,000	→ ($40,000) →		● ▼ ←															
9	Hardware Acquisition & Installation at WSP	3/1/2006	6/30/2008	$2,380,000								●	$500,000		$1,380,000			$500,000		▼		
10	TDCS Application/Customer Support (Help desk)	4/3/2006	6/29/2007	$250,000								●	$100,000		$150,000	▼						
11	Web Services Development (Citation & Collision) at DOL	6/30/2006	9/29/2006	$50,000						$50,000 →		●	▼									
12	Electronic Collision Filing Infrastructure at WSDOT (CLAS modifications)	7/3/2006	1/3/2007	$610,000						$305,000 →		●	▼ ← $305,000									
13	In-field State Route Graphical Location Reference Tool	4/2/2007	10/1/2007	$150,000													● $150,000	▼				
14	Records Management Retention Schedule System at WSDOT	12/27/2007	3/27/2008	$40,000																● ▼ ← $40,000		
15	Total Cost			$6,604,000	Prior Expenditures ($334,000)	FFY 2005 = ($2,135,000)			FFY 2006 = $1,610,000				FFY 2007 = $1,985,000				FFY 2008 = $540,000						

($) = indicates expended and/or allocated funds